

New functionality in TREX 1.2

Building a Multi-leg trip.

The original process to modify the legs or dates in a document for a multi-leg trip was cumbersome. The system required manual entry of the number of nights for each leg and dates of departure and arrival for each section (leg) of the trip. They had to be exact or the system would detect an error and did not allow continuing or saving the document.

In TREX v1.2, to create and update the legs of the trip it is only required to enter the departure date on each leg and the system will calculate the number of nights. The number of nights is visible but not editable to avoid changes that can produce errors.

Authorization - Modify

Trip Leg Information

Traveler: Reed, Harry 736267 Phone: 510/486-4130 Mail Stop: 937R0600 HR Org: OP
Arranger: Pecoraro, Aurora Phone: 510/486-6439 Mail Stop: 937R0500 HR Org: CF
LBNL Trip #: 000063809 Travel Auth ID: NEXT Begin Date: 10/15/2008 End Date: 10/25/2008
Business Purpose: Site Visit Trip Type: Foreign

Project Information

Project	Primary	Percentage Split	B+R Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	100.00	YN0100000	CF	OPEXP

☐ One-Way Trip

Itinerary Legs

Departure Date	Departure City, State or City, Country	Arrival Date	Business City, State or City, Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&JE	Per Diem - Lodging	Actual M&JE	Actual Lodging	Use Actual M&JE?	Use Actual Lodging?
1 10/15/2008	SAN FRANCISCO, CA	10/16/2008	MELBOURNE, AUS	2		126.00	163.00			<input type="checkbox"/>	<input type="checkbox"/>
2 10/18/2008	MELBOURNE, AUS	10/18/2008	SYDNEY, AUS	3		142.00	174.00			<input type="checkbox"/>	<input type="checkbox"/>
3 10/21/2008	SYDNEY, AUS	10/21/2008	CANBERRA, AUS	4		111.00	167.00			<input type="checkbox"/>	<input type="checkbox"/>
4 10/25/2008	CANBERRA, AUS	10/25/2008	OAKLAND, CA			111.00	167.00			<input type="checkbox"/>	<input type="checkbox"/>